



Webb County
Administrative Services Department

Risk Management

Human Resources

MEMORANDUM

DATE: December 5, 2013
TO: All Elected Officials, Department Heads and Employees
FROM: Cynthia Mares, Administrative Service Director *C. Mares*
SUBJECT: Sick Leave Pool Annual Enrollment

It's that time of the year! The Administrative Services Department will be taking applications for the 2013-2014 Sick Leave Pool Program.

Webb County employees interested in enrolling in the Sick Leave Pool Program for the 2013 - 2014 fiscal year may do so from **December 1st, 2013** thru **December 31, 2013**.

The Sick Leave Pool can provide eligible employees with additional sick leave in times of catastrophic illness. You must contribute hours this year and the previous to be eligible to apply for hours if you need them next fiscal year. If you do not contribute, you will not be eligible to apply. **You must have 12 months or more of service with Webb County to make a request to receive hours.** ***There is no length-of-service requirement to contribute.*** The Sick Leave Pool is the only allowable way that sick leave hours can be transferred from one county employee to another.

Please note that **only** those employees who contribute to the pool are eligible to apply for withdrawal of hours. Furthermore, an employee is eligible to apply for sick leave benefits in a given fiscal year only if he or she contributed in **both the previous and the present fiscal years**. Other conditions apply to the program and can be found in the Webb County Sick Leave Pool Program manual.

All full-time employees may contribute not less than one day (8 hours) or not more than five days (40 hours) of accrued **SICK LEAVE** days, they must have a minimum balance of 24 hours accrued after the contribution and the sick leave accrual for December is not eligible towards that balance since it can't be used until January. If you are interested, please submit a completed Sick Leave Pool Application with an Attendance Record which reflects the deduction of donated hours. ***If you do not wish to participate you must also submit a signed application declining to participate in the program.*** **Contributions will not be effective unless all documents are complete, submitted, and verified by the specified deadline. If your contribution does not meet the requirement you will not be eligible to withdraw benefits.**

A copy of the Webb County Sick Leave Pool policy and application is available on the T Drive, via e-mail, or at the Administrative Services Department. Additional information regarding this program can be obtained by contacting Administrative Services at (956) 523-4143.